

Safe Moving and Handling Guidance

Yeoman Park Academy

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INTRODUCTION

At Yeoman Park Academy we follow the Local Authority Policy on Manual Handling, for the safety of our pupils and staff. A copy of this policy can be obtained from school upon request.

The Health and Safety at Work Act (1974) places duties on the Local Authority to ensure the Health and Safety and Welfare of employees whilst at work as far as is reasonably practicable. This includes the provision and maintenance of safe systems of work, safe equipment and adequate information and training to ensure their own and others health and safety at work.

Under this act, The Manual Handling Operations Regulations (1992), employers must take various steps. As far as reasonably practicable, they must avoid the need for their employees to undertake manual handling involving a risk to injury. Where it is not possible, the regulations require a process of risk assessment and the introduction of measures to reduce the risk of injury to the lowest level which is reasonably practicable.

The aims of this policy are to ensure compliance with the MHO Regs (1992) which is:

- To limit manual handling where it is reasonably practicable to do so.
- Establish standards for managing manual handling risk to employees within the school.
- Provide employees with guidance and safe systems of work on manual handling.
- To promote balanced decision making between pupil needs and comfort, and staff safety needs and competence.

AIMS

The aims of the procedure are:

- To limit manual handling where it reasonably practicable to do so.
- Establish standards for managing manual handling risk to employees within school.
- Provide sufficient supervision, training, including refresher training and information to all staff involved with manual handling operations.
- Provide employees with guidance and Safe Systems of Work on manual handling for individual pupils.
- To promote balanced decision making between pupils needs and comfort, and staff needs and competence.
- Provide equipment to enable manual handling operations to be undertaken.
- Avoid manual handling operations where a significant risk of injury could occur.
- Assess the risk associated with manual handling operations and eliminate or reduce these to a reasonably practicable level.
- Appoint competent staff to provide Individual Pupils Risk assessments for those students who need help with safe movement

APPROACH

Institution of Occupational Safety and Health (IOSH) Manual Handling Trainers Yeoman Park Academy has three trained staff who coordinate all the schools moving and handling needs.

This includes:

- Conducting risk assessments for all pupils who require moving and handling and providing a Safe System of Work for staff to work safely to, every six months or if a change has occurred
- Ensuring all specialist equipment is serviced every six months and breakdowns seen to
- All new and supply Teachers, Teaching Assistants, Personal Care Assistants, Health Care Assistants and Mid-day Supervisors are trained for safe moving and handling, this is refreshed annually.